



**UNIVERSITY OF
GEORGIA**
Greek Life
Student Affairs

Graduate Assistantship for UGA Miracle

The Graduate Assistant for Greek Life will work with UGA Miracle and their Executive Council and Executive Board, under the direct supervision of the Associate Director of Greek Life.

UGA Miracle is a student-run philanthropic organization that benefits Children's Healthcare of Atlanta, the local Children's Miracle Network hospital. Since 1995, UGA Miracle has donated over \$9 million to Children's Healthcare of Atlanta and is the single largest academic donor to Children's. The first \$1M raised each year will directly fund Rehab Services and all additional funds will support the Aflac Cancer and Blood Disorders Center at Children's Healthcare of Atlanta.

Advisement & Leadership Development

- Advise the UGA Miracle Executive Council and Executive Board and attend all events, retreats, and weekly meetings.
- Collaborate with the Children's Miracle Network and Children's Healthcare of Atlanta Advisors.
- Provide guidance to the Executive Council and Executive Board through regular one on one meetings and group advising.
- Assist in the planning of recruitment initiatives and monthly fundraising efforts.
- Identify areas of growth and track data through the fundraising platform (Donor Drive).
- Assist with planning the annual Dance Marathon event held in the spring semester.
- Assist with the transition between Executive Councils and Executive Boards in the spring semester through the application, interview, and selection process.
- Develop and plan a retreat with learning outcomes and objectives for the Executive Council and Executive Board newly elected officers.

Administration

- Serve as a liaison between students and Administration as necessary.
- Adhere to the Memorandum of Understanding between UGA Miracle and Greek Life Office regarding financial oversight and responsibilities.
- Work with the Assistant Director for Greek Life, Miracle Executive Director, and Miracle Finance Director to conduct monthly account review meetings.
- Track Executive Council and Executive Board progress through UGA Engage for Experiential Learning credit.
- Comply with UGA Programs and Activities Serving Minors policy and record keeping for all UGA Miracle programs involving minor participants.
- Serve as a Greek Life Office staff member, participating in regular staff meetings, training, required professional development sessions, office events, and supporting office functions.

Desired Skills and Qualifications

- Proficiency with Microsoft Office software; Word, Excel, Publisher, and PowerPoint
- Excellent written and verbal communication skill
- Candidates should possess the maturity, leadership style, and personal character traits that will promote success in the position